



# Commander's Policy

## 414th Base Support Battalion

### APO AE 09165



POLICY NO: 1-9      PROPONENT: AETV-HUB-H-CO      DATE:

SUBJECT: Absence of Key Personnel

1. In order to reduce debilitating effects caused by the absence of key personnel, the following policy is established. Key personnel will manage their leave, pass, and TDY with that of their primary assistant/deputy to ensure that one or the other is available to supervise their individual staff and to advise and work with external staffs. The Executive Officer will maintain and publish a quarterly projected leave/TDY roster for key personnel and their primary assistant/deputy. Key personnel are responsible for keeping the quarterly leave/TDY roster information current and training subordinates to ensure that no disruptions or lack of productivity is caused during their absence.

2. Key personnel for this policy letter are defined as the Executive Officer, the Command Sergeant Major, Directors, Special Staff, and Personnel Staff.

3. Compliance with this policy should be a matter of course. Exception to this policy will be determined by the Executive Officer and briefed to the Commander.

4. In no way does this policy indicate that key personnel should not take leave. They must! The focus is to ensure proper planning in advance.

7. This policy memorandum supersedes Commander's Policy Letter, 1-9, 15 Jan 99.

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LTC, AG  
Commanding